

Paper Document Migration to On-line Data Storage Costs

IT Project Costs

1. Scanning equipment (hardware and software)
2. Application to “Index” documents (programming hours or vendor software)
3. ITS “EDM” Service (service cost – software, storage and resource hours, 5 year O&M)
4. Application to retrieve and print images (programming hours, Webtop or vendor software)
5. Application reports (programming hours or vendor software)
6. Interfaces to other applications (programming hours)
7. Infrastructure needed for applications (hardware or software cost)
8. Customer training on application or how to administer application (hours of labor or cost associated with vendor training)
9. Application team support training (hours of labor for application team to be trained to support application)
10. Network bandwidth upgrades (hardware and telecommunication service cost)
11. Project team cost (hours of labor)

Business Costs (not related to an IT project) – Backfile Conversion and Day Forward Scanning

1. Preparation of paper documents (hours of labor)
2. Scanning and indexing of paper documents (hours of labor)
3. Verification and validation of documents (hours of labor)
4. Destruction of paper documents (hours of labor or service cost)